

Vendor: Submitting Candidates

Overview

This guide provides vendors an overview of the Workday VNDLY program as implemented by the Oklahoma Office of Management and Enterprise Services (OMES).

This guide covers:

- Submitting candidates for SW1025 and SW1050.

Process

Uploading Candidate Information

Step 1: In the global navigation bar, select **Candidates**.

Step 2: Select **Add a Candidate**.

Step 3: In the **Upload Your Resume** section, select **My Device**. Workday VNDLY parses out relevant details into the appropriate fields of the candidate's profile. You can also manually enter the details into the profile.

Step 4: The resume upload may complete some of the fields, but you should review each field for accuracy.

Step 4a: Contact information – this section includes the candidate's name and preferred name, email(s), phone number (s), address, and residential status.

Step 5: Enter the number of years of experience.

Step 6: From the **Worker Classification** pull-down menu, select the types of positions they have an interest in.

Step 6a: Determine if the candidate is a contract to Hire, Direct Hire, Weekday Travel, etc.

Step 7: Select the **Previous Experience at Client** pull-down menu.

Step 8: Enter applicable skills.

Step 9: Workday VNDLY will generate a unique identifier called a Candidate Unique ID as you enter information in the fields.

Step 10: Enter the candidate's desired **hourly pay rate**, **hourly markup**, and **hourly bill rate**.

Step 11: Select **Save**.